

2015 CITY OF FALLS CHURCH INDEPENDENCE DAY CELEBRATION
VENDOR APPLICATION AND CONTRACT

FOOD VENDORS ONLY

WHAT: Annual Independence Day Celebration
WHEN: Saturday, July 4, 2015 from 7pm, Rain Day Sunday, July 5, 2015
WHERE: George Mason High School, 7124 Leesburg Pike, Falls Church, VA 22043

APPLICATION DEADLINE: Friday, May 15, 2015

VENDOR STIPULATIONS:

- ❖ All spaces and set-up times will be assigned and **set-up times are firm. Please note booth sizes.**
- ❖ **Vendors must stay in their assigned space, which includes use of tents.** Vendors shall not sublet any part of their space or use any aisle space. **Vendors are responsible for clean up of their area including disposal of all trash.** Dirty water and grease must leave with you.
- ❖ Vendors must stay for the entire duration of the event and may not leave the booth unattended. Fireworks will begin at 9:20. Vendors must wait until fireworks are done before packing up their booth.
- ❖ Upon conclusion of the fireworks, all vendors must quickly pack up their area and exit school grounds. Vendors should be off school property no later than one hour after fireworks end.
- ❖ Vendors must provide their own display items, tables, chairs and tent (if desired.)
- ❖ Food vendors must meet Fairfax County Health Department regulations for temporary food service establishments. For a copy of the guidelines or for questions, call (703) 246-2444.
- ❖ Food Vendors who wish to use hazardous materials (i.e. gasoline for generators and propane) must comply with the Statewide Fire Prevention Code and are subject to inspection by the Fire Marshal. If inspected, please be prepared to pay a fee of \$32.50 on site.
- ❖ Vendors are responsible for the licenses and taxes related to their sales. An ST-50 form will be included in your confirmation packet. For tax questions, contact the Virginia Department of Taxation at (804) 367-8037
- ❖ Selling of spray snow, "neige magic", silly string, "snap-its" or related items are prohibited. In addition, flea market and resale items are also prohibited. All items for sale must be **legal goods**. No fraudulent or counterfeit items that violate copyright laws will be permitted.
- ❖ Food (including baked goods) and beverage is to be sold by food vendors only.
- ❖ **Street vending is NOT permitted.**
- ❖ No vehicles are permitted in the event area, except during the initial set-up time to deliver items.
- ❖ Electricity, water and tents are **not** provided. Both non-cooking booths and cooking booths **MUST** have a flame-resistant treatment tent with an NFPA 701 rating.
- ❖ Falls Church Recreation and Parks Department reserves the right to limit the number of vendors per category, **but exclusivity of items is not guaranteed.**
- ❖ Falls Church Recreation and Parks Department reserves the right to remove any item from display or dismiss any vendor that does not meet guidelines.
- ❖ Falls Church Recreation and Parks Department will not accept responsibility for any financial commitments and/or obligations undertaken by an individual or organization and will not be responsible for lost, stolen or damaged items.
- ❖ You must provide your own insurance. Proof of coverage must be in the amount of \$1,000,000 for user liability and be effective on May 25, 2015. By participating in this event, the exhibitor agrees to indemnify and hold harmless the City of Falls Church from any and all liability for damage, health code violations, injury, or loss to any person or goods for any reason. Exhibitor understands that he/she is an independent party and is solely responsible for their booth space and operation, and that the City of Falls Church is just providing a place for the party to conduct their business.
- ❖ No refunds or transfers once you have submitted your application.
- ❖ Applications will not be processed until after the May 15th deadline. Submission of an application does not guarantee acceptance. Event materials with specific space assignment, details and maps will be mailed to you in late June.

Applications can also be found at www.fallschurchva.gov/events

Direct specific inquiries to: Amy Maltese, amaltese@fallschurchva.gov , 703-248-5199

2015 CITY OF FALLS CHURCH INDEPENDENCE DAY CELEBRATION

ORGANIZATION NAME: _____

CONTACT NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

E-MAIL ADDRESS: _____

TELEPHONE NUMBERS: PRIMARY: (____) _____ ALTERNATE: (____) _____

STATE SALES TAX REGISTRATION NUMBER: _____

DETAILED DESCRIPTION OF **ALL ITEMS** TO BE SOLD AND/OR DISTRIBUTED: (Additional information may be attached.)

_____ **FOOD:** 15' (width) x 10' (depth) = \$100

Are you bringing a generator? ____ Yes ____ No

Are you bringing propane or gasoline? ____ Yes ____ No

If a customer asks for your contact information, may be provide it? ____ Y ____ N

How did you hear about this event? _____

PAYMENT: (add \$25 late fee after Friday, May 15, 2015)

____ Check (made payable to *City of Falls Church*)

____ Credit Card Name on Card: _____ Card Number: _____

Exp: _____ CVC code: _____ Zip Code: _____

I have read the vendor stipulations and agree to abide by them. Any vendor found in violation will be asked to close their booth and will forfeit all fees paid. By participating in this event, the exhibitor agrees to indemnify and hold harmless the City of Falls Church from any and all liability for damage, health code violations, injury, or loss to any person or goods for any reason. Exhibitor understands that he/she is an independent party and is solely responsible for their booth space and operation, and that the City of Falls Church is just providing a place for the party to conduct their business.

SIGNATURE _____ DATE _____

Applications due by Friday, May 15, 2015. The \$25 late fee must be included if after May 15, 2015.

1. Turn in this completed application with payment to:

Falls Church Recreation and Parks Department, Special Events, 223 Little Falls St., Falls Church, VA 22046

OR Email to: amaltese@fallschurchva.gov

OR Fax to: (703) 536-8150